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The Development and Operation of a System to Reclassify Older Books Under the Library of Congress Classification System for a Public Library Currently Employing the Dewey Decimal Classification. Final Report.

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Objectives of this project were: (1) to uncover problems a public library might encounter in reclassifying its collection from the Dewey Decimal Classification to the Library of Congress Classification, (2) to apply data processing to the tasks, (3) to establish procedures for reclassification, and (4) to provide a cost estimate for the conversion and processing of a large collection of books. A pilot test involving the reclassification of 1,000 titles in the Providence Public Library was conducted, using the MARC I format in encoding all data. The procedures followed were sample preparation, copy preparation, computer run, book processing for the central library and branches, and card filing for central and branches. It was concluded that the use of mechanized procedures for reclassification seems to be advantageous as far as personnel and time factors are concerned; however, more research is needed on the cost factor. It seems most feasible for the libraries within a region to establish a cooperative reclassification project, with the tapes also forming the basis of a data bank for bibliographies and union lists. Appendixes include: charts of inclusive titles reclassified, sample worksheets, a portion of the study guide for tagging, programming specifications, a sample of card sets and label output, and time and statistics sheets. (JB)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

SEPTEMBER, 1968

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Providence Public Library

Providence, Rhode Island

October 25, 1968

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U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

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I am also grateful to the personnel of the Catalog Department for their assistance in carrying out the procedures of the project, while still performing their regular assignments.

INTRODUCTION

In 1966 the Board of Trustees of the Providence Public Library granted approval to convert the existing collection from the Dewey Decimal Classification to the Library of Congress Classification scheme.

This library system consists of central, eight branches and a bookmobile. The central library houses a general circulating collection and five main departments: The reference department, The business, industry and science department, The art department, The boys and girls department and The special collections department.

The library has a collection of 562,000 volumes, of this total there would perhaps be about 200,000 titles. The number of titles is an estimate, since only volume, but not title, statistics are recorded by the library. Not all collections would be affected by the reclassification. Fiction, boys and girls books and the special collection volumes would not be reclassed. Accordingly, the titles to be reclassed would be reduced by some 50,000 - 75,000 titles, leaving about 125,000 - 150,000 titles in the reclassification project.

In June of 1967 the Office of Education approved a small project research proposal grant of $7, 808. The purpose of the grant was to enable the library to reclassify 1000 titles using data processing techniques.

The objectives to be obtained in this project were:

1. To uncover the problems of reclassification

and processing.

2. To apply data processing to the tasks.

3. To establish procedures for the Providence Public Library and other public libraries to follow in reclassification.

4. To provide an accurate cost estimate for the conversion of a large collection of books.

In other words, to establish a reclassification pattern that would prove beneficial not only to the Providence Public Library but also to any other public, or even university and college, library that would consider reconverting their existing collection using machine application.

METHODS OF CARRYING OUT RESEARCH

To achieve the ojectives of the project the Providence Public Library subcontracted with Inforonics Inc. of Cambridge, Massachusetts to implement the data processing requirements. Inforonics was already in the process of developing a regional library technical processing system for the state university libraries of New England. The proposed services provided for the libraries in that system would be:

1. Catalog data file creation and maintenance.
2. Catalog data file search and retrieval.
3. Production of catalog card sets.
4. Production of book labels.
5. Production of book pocket labels.
6. Acquisitions control.

It was envisioned that the Providence Public Library could utilize the programs already established for these services and/or implement new programs which would best fulfill the objectives to be obtained in the reclassification project.

Accordingly, Miss Ann Curran of Inforonics visited the Providence Public Library to examine the existing procedures and files of the catalog department. The files consisted mainly of the authority catalog (AC), which is both an author authority and subject authority catalog, and the shelflist (SL). At this time Miss Curran became acquainted with the make-up of the library system and the personnel of the catalog department, which, at that time, consisted of the head cataloger, two full time catalogers, three part time catalogers - one who cataloged the boys and girls books and two who cataloged the special collection materials. Three of the catalogers were professional and three were sub-professional. There were also seven clerical assistants, and one person in charge of book repairs.

From this initial and other mutual exchange of visits the procedures to be followed in the reclassification project were worked out, and **the decision was made that the MARC I format would be used in encoding all data. It was believed** that the value of experience gained in programming with MARC I codes would outweight the difficulty of converting the 1000 title input to the re-designed MARC format

One of the first problems encountered in the project was how to choose the sample titles. **Two some-**what opposing objectives resulted in the final choice.

1. There should be adequate distribution of titles over the entire classification scheme (Dewey) to give a fair representation of the problems that may be encountered in the differenct parts of the Dewey Decimal Classification scheme in relation to the Library of Congress schedules.
2. The number of consecutive titles to be taken from each section of the Dewey Decimal Classification would be large enough to simulate actual reclassification operating conditions if meaningful cost data are to be derived.

To compromise these conflicting objectives it was agreed to take seven main subject areas of the Dewey Decimal Classification and to assign within each area either 100, 150 or 200 titles. In some subject areas a straight selection of titles would be chosen, in others there would be a break according to the subdivisions.

This random selection included the following subject areas.

DEWEY NUMBER	NUMBER OF TITLES	BREAKDOWN BY NUMBERS
200	100	10's
300	150	15's
500	100	straight run
600	100	straight run
700	200	straight run
800	200	20's
900	150	15's

Thus, within the 200's in our Dewey shelflist arrangement a total number of 100 titles would be chosen and within the subdivisons the first 10 titles would be selected; i.e., the first 10 titles between 200-209, the first 10 titles between 210-219 etc. However, with the 500's the first 100 titles would be selected.

Once the title selection had been determined two other matters were decided upon (1) the procedures, together with time and statistical sheets, to be followed in the project, and (2) the format of the input worksheet.

Five main procedures were decided upon.

A. Sample preparation.
B. Copy preparation
C. Computer run.
D. Book processing for central and branches.
E. Card filing for central and branches.

The breakdown of the procedures was as follows:

A. Sample Preparation (Entire Sample)

A-1 Select (count) the SL titles to be included in the project and remove them from the SL.

A-2 Check the filing in the sample and record the number of errors found on the statistics sheet.

A-3 Compile a chart indicating the Dewey numbers to be in the sample (inclusive numbers). Make xerox copies, and send a copy to each Branch and Department. (See appendix I)

A-4 Branches weed their collections and send the weeded SL cards to Catalog Department.

A-5 Stamp the SL cards with some sort of stamp to distinguish SL cards from AC cards.

A-6 Separate the LC SL cards from the non-LC SL cards, count the no. of titles in each category and record the numbers on the statistics sheet.

A-7 Match the non-LC SL cards against the AC and pull the AC cards, keeping SL cards separate from the AC cards.

A-8 Interfile the LC SL cards into the AC cards.

A-9 Send the SL and AC cards to General Microfilm for microfilming.

A-10 When the SL cards, the AC cards, and the input worksheets are returned, separate the SL cards from the AC cards.

A-11 Count the number of AC titles, the number of LC AS titles, and the number of non-LC AC titles, and record the numbers on the statistics sheet.

A-12 Sort and refile the AC cards.

A-13 Interfile the SL cards that were microfilmed with the sample SL cards that were not microfilmed (those without LC copy).

A-14 Weed the sample SL cards.

A-15 Count the number of titles and volumes weeded (both central and branches).

A-16 Record the copy information for central on the worksheets.

A-17 Record the copy information for each branch and department on the worksheets.

A-18 Scan each worksheet and remove those which do not contain any copy information.

A-19 Count the number of titles weeded.

A-20 Number the worksheets that have not been weeded with an automatic numbering machine.

B. Copy Preparation.

B-1 Separate LC from non-LC copy.

B-2 Write established LC call numbers on slips and sort slips by call number.

B-3 Search for LC copy, noting call number in LC call number position of bottom of SL card image and add any other variations found in the LC copy. Fill in SEARCHING REPORT on the worksheet.

B-4 Separate worksheets with "Not found's" from others and set them aside.

B-5 Interfile worksheets with "Found" and "Found another edition" with the worksheets containing LC copy.

B-6 Check all subject headings with LC lists and note on the worksheet SUBJECT HEADING UPDATING where change was found.

B-7 Review the call numbers on LC copy, checking them in the LC schedules and noting reasons for changes on worksheet LC CALL NO. UPDATING.

B-8 Retrieve books from shelves for titles for which no LC call number information could be found.

B-9 Assign classification numbers for non-LC copy.

B-10 Assign Cutter numbers checking slips to avoid conflicts.

B-11 Tag catalog copy with MARC I codes.

B-12 Proofread tagging.

B-13 Check that all worksheets are present (by the control numbers) and count and record the following:

- LC copy found
- LC copy found another edition
- LC copy not found
- Subject headings updated
- LC call numbers updated
- Titles missing from shelves, if recalled

B-14 Remove all tally and statistics sheets except one used by Inforonics, and send worksheets to Inforonics.

C. Computer Run (Inforonics)

C-1 Key.

C-2 Proofread.

C-3 Correct.

C-4 Computer run.

C-5 Type out.

D. Book Processing.

D-1 Write (type) copy information on shelflist using worksheet as source.

D-2 Remove books from shelves.

D-3 Match books against labels and worksheets.

A. Apply label to book card.
B. Apply label to book pocket.
C. Apply label to Dewey number on verso of title page.
D. Apply SE-LIN label to spine of book.
E. Check off copies processed on new LC SL card.
F. When books are missing, set aside labels and catalog cards (if no copy has been processed)
G. When labels are missing set aside books for re-processing.

D-4 Revise book processing against worksheet.

D-5 Count and record:

A. The number of volumes processed.
B. The number of volumes missing.

D-6 Arrange books by LC call numbers and reshelve

E. Card Filing.

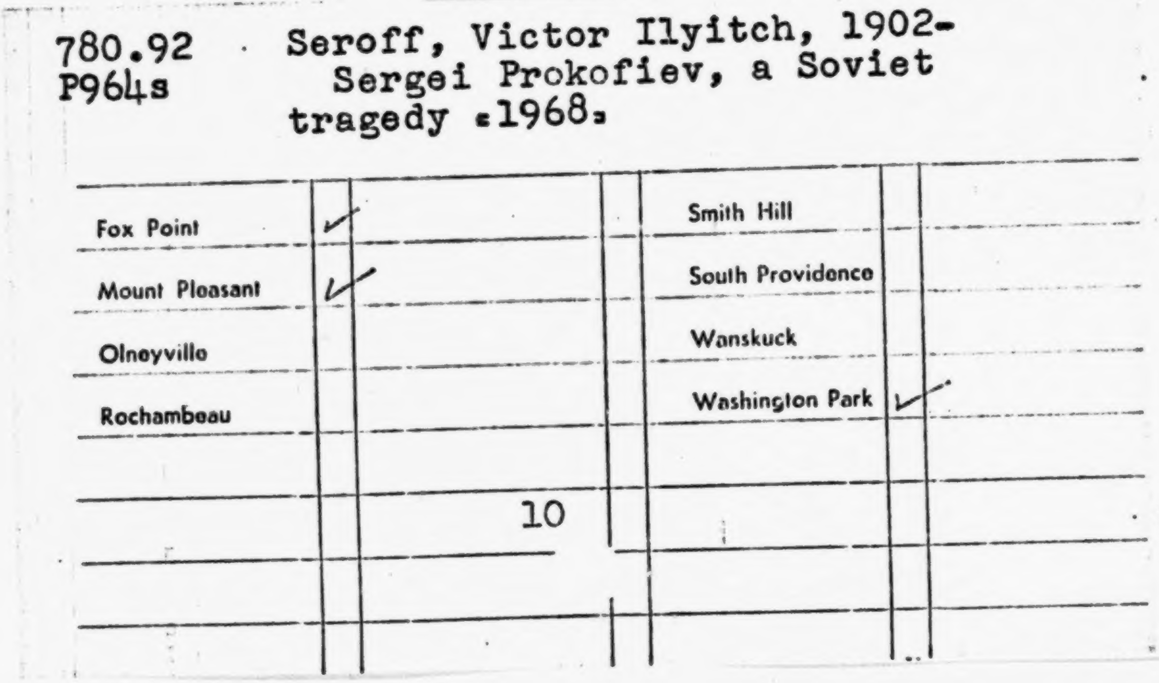
E-1 Separate and file the SL, AC, and Public Catalog cards pulling the old catalog cards from the Public Catalog.

Some of the procedures in the preceding manual are self-explanatory; however, there are those which require some explanation, namely:

A-3. The chart was compiled so that the branches and the departments, within central, would be aware of what titles would be reclassed. From the chart they could weed the collections of their branch or department and send to the catalog department the shelflists so that the cataloger, who was reclassifying the collection, could enter all holdings on the input worksheets.

The catalog department, though it cataloged and processed all books for the branches, had no information on the holdings at each branch. In other words, within the system, there was no union shelflist. However, there was an union card, filed in the authority catalog — the authority catalog also contained an author card for all titles cataloged— indicating which branch had a particular title. This union card indicated only that a branch had a particular title, but did not indicate how many volumes of that tile the branch owned. Each branch had its own shelflist and was responsible for maintaining it.

UNION CARD



780.92 P964s

Seroff, Victor Ilyitch, 1902-
Sergei Prokofiev, a Soviet tragedy [1968]

Fox Point	✓		Smith Hill	
Mount Pleasant	✓		South Providence	
Olneyville			Wanskuck	
Rochambeau			Washington Park	✓

A 5-7. Up to the year 1958 the library ordered LC cards for the authority catalog, the public catalog, and for the catalogs of the branches and the departments; however, all shelflist cards were typed.

TYPED SHELFLIST

250 Hiltner, Seward
H656p Pastoral counseling. N.Y.,
Abingdon-Cokesbury [c1949] 291p

cop.1 Feb 25,49 2.1oB

Since 1958 LC proofsheets have been ordered, and cards reproduced from them have been used in all catalogs, including the shelflists.

SL REPRODUCED FROM LC PROOFSHEET

B610.73 Kay, Eleanor.
K23n Nurses and what they do. New York, F. Watts [1968]
128 p. 22 cm.

cop.1 Jun 28,68pub.

✓2. Occupations--Nurses and nursing.
1. Nursing as a profession. I. Title.

RT82.K38 610.73 68-1071

Library of Congress [5]

For the machine record LC copy was desirable; thus, if the shelflist card were a typed card the authority card was pulled. The total number of LC cards found in the SL was 184. This necessitated the pulling of 816 authority cards. Six hundred and ninty-six authority cards were LC copy. The total number of titles with LC copy was 880, without 120.

A 8-9. The AC and SL cards, which contained LC copy, were interfiled in Dewey order, and sent to General Microfilm in Cambridge, Massachusetts to be microfilmed and xeroxed onto the input worksheets. (See appendix II)

A 14-15. The Book Selection Librarian, using the SL, weeded the general circulating collection. The department heads, using the chart showing the titles and their own SL, weeded their collections. The heads of the branches had by this time weeded their collections and returned their shelfist cards to the catalog department. Eighty-four copies in central and fifteen copies in the branches were discarded. Of this total thirty-seven last copies were discarded; thus, leaving a total of 963 titles to be reclassed in the project.

A 16-20. The copy information as it appeared on the varying shelflists was entered onto the input worksheet in box 31r. (See appendix III)

B. Copy Preparation

After all the holdings were entered on the worksheets, one of the clerks separated the worksheets into those which contained LC copy and those which did not. The non-LC copy titles were then searched in either the National Union Catalog or the Book Publishing Record and all the information that was found on the LC entry was added to the worksheet. (See appendix IV). Those titles for which no LC copy was found were treated as original cataloging. (See appendix V) The cataloger then classed the original cataloging title using the LC schedules. In the returns thus far received from Inforonics -- 253 titles -- thirty-five titles were searched for LC copy. Twenty were found with LC copy, twelve were found to have LC copy, but of a different edition than the work being reclassed, and for only three titles no LC copy was found.

All subject headings were then checked against the seventh edition of the LC Subject headings and up-dated where necessary. Four hundred and thirty-nine subject headings were checked and ten were updated of the 253 titles returned to the library.

The LC class number as it appeared on the xeroxed worksheet, or as written in from the NUC search, were checked against the LC schedules. Fifteen of the 253 LC class numbers were updated.

After the completion of the recataloging and reclassification, the cataloger proceeded to tag the catalog information using the MARC I format.

The procedures for tagging the catalog information were taken from the "Preliminary report of the MARC pilot project" published by the Library of Congress, Information Systems Office, and from study guides prepared by Inforonics for the cataloging staff at Providence Public Library. (See appendix VI)

The first one hundred titles were tagged and sent to Inforonics for editing. The errors in tagging were noted by them, xeroxed, and returned to the library. (See appendix VII). The remaining titles were then tagged and sent to Inforonics for the Computer run.

In evaluating the procedures as described in A and B, it can be said that they are adequate for a library system that consists of a central library, with departmental locations, and a number of branches. They also, conceivably, could be useful for a number of librarys in a regional set-up that would join together in undertaking any reclassification project.

However, some of the procedures could be eliminated, i.e., searching subject headings is not necessary, especially since there must be some method to search the tapes of the LC Subject headings list with the subject headings on the cards to determine whether or not they are still in use by LC. Checking the LC class numbers is useful in acquainting one with the LC schedules, but it would not be necessary in a reclassification project

It perhaps would be appropriate at this time to state that the tagging procedures should be performed at the computer service center rather than at the library in any reclassification project using machine applications and MARC endoding. In the present project, it was rather difficult for the catalogers to perform the tagging according to the MARC I format and it will be more difficult in applying the MARC II codes. It thus would seem more reasonable to have at the computer center editors, who would be versed in the MARC codes, to perform all the tagging procedures together with their editing. The tagging would be done in a more professional manner and would be less time consuming.

C. Computer Run (Infornonics)

The computer run and its output are the most important features of this project. As previously stated, it was hoped that the programs established in the NEBHE project would be used in the reclassification of the 1000 titles. The NEBHE project is the development of a regional library technical processing system for the state university libraries of New England undertaken by Inforonics under the auspices of the New England Board on Higher Education.

However, the implementation of these programs for this project caused more problems than was initially concidered.

In the original NEBHE project, there were no programs established for producing card sets and labels either for shelf locations or for departmental locations within the central library. (See Appendix III page 3).

The method of designating multiple volumes in a single physical volume was another problem encountered in the programming. (See appendix III page 8)

Other problems encountered at Inforonics involved personnel. The programmer, who was working on our project, left the company for another position. The cataloger/editor, who was on sabbitical from his university library, returned to his original position.

However, perhaps the greatest problem was the size of the grant. A greater sum, perhaps four times as much, would have been more realistic. Inforonics stayed within the grant, in so far as they charged the library for their services, but their actual costs far exceeded the $7,808 grant. The costs over this sum were absorbed by them. Accordingly, to establish cost estimates for per volume reclassification would be misleading and untrue. The method for establishing per volume cost in reclassification, using machine application, would be to grant a certain amount of money and then reclass as many volumes as possible before the grant was exhausted. In other words, start first with the amount of money to be spent and not with the number of volumes to be reclassed.

The output (See Appendix VI: Programming specifications. II. Output.) of card sets, book pocket and slip labels, and spine and verso of title page labels were acceptable. The card sets were excellent. Only one set, thus far, was unusable because of the omission of the main entry. One set lacked a title tracing as an added entry, yet it appeared in the over-printing. Other flaws in the card sets were minor, such as punctuation and some indentions. The book pocket and slip labels were a cause of some concern, mainly because of the truncated titles (See appendix VIII). In all cases though, except two, the abbreviated title adequately identified the work. One of the spine and verso of title page labels was

generated as BR whereas it should have read BR
516 516.5 .
5 C48
C48 whereas it should have

however, this mistake was the result of wrongly tagging the input.

D. Book Processing.

D. 1. The typing of holdings onto the SL card is a manual procedure which should be eliminated in a mechanized system of reclassification. With the proper programming the SL information could be entered on the SL card with the computer. In the NEBHE project there were no programs for generating the SL holdings.

D 2-3. The output was returned in Dewey order. The books were processed at the shelves. An average of forty-five books were processed within a two hour period.

D 4. The output returned from Inforonics was revised as it was received and before the books were processed. The library received the returns in batches of twenty-five. For each batch an average of an hour and a half was spent in proofreading the card sets and labels and in adding the SL holdings to the SL.

D 5. The count will be by general class letters; however, there must be a simplier way to keep statistics

The initial number of books missing from the shelves were five, four of these were returned from the circulation department, one is still missing.

D 6. This procedure also entailed instructing department and branch personnel in the method of arranging the reprocessed books and shelving them according to the new class number.

E. Card Filing.

Card filing is self-explanatory.

For the amount of time spent on the varying projects (See appendix IX)

RESULTS OF PROJECT

In a reclassification project, the use of mechanized procedures would seem to be a definite advantage to a library in so far as reclassing would affect personnel and the amount of time consumed in the completion of the project. The results of this project, admittedly meager, do seem to justify the above conclusion.

However, the cost of such an undertaking remains an enigma, and because of the cost factor more research is necessary.

It also would seem more feasible for libraries, within a region, which are undertaking the reclassification of their collections, to establish a cooperative reclassification project, which would consist of the libraries in the system and a computer service center. The computer service center should have personnel acquainted with libraries, as Inforonics does. It is conceivable that each library could, in following the procedures as set forth in this project, proceed to reclass that section of its collection in which it is strongest; i.e., one library would undertake to reclass its humanities collection, another its art collection, another its science collection and so forth. A library, by receiving an author, title and LC card number list of the volumes reclassed by each other library, could use the entire results produced within the system. A library with the responsibility of reclassing its art collection, thus could use the results of the library that is reclassing its science collection by checking the list and sending to the computer service center a list of the LC card numbers, arranged by its SL, and receive in return the output of card sets and labels as required for its own system.

Such a regional system for a joint reclassification project, if it does not exist only in the world of dreams, would or should, result in less cost to each individual library. Not only would there be an advantage to each library in the system, but the tapes would form the basis of a data bank for bibliographies, union holdings or even to be used by other libraries, not in the regional system.

As a result of this project I see some hope for adequately employing the use of computers in reclassing from Dewey Decimal to the LC classification.

APPENDIX I:

CHARTS INDICATING INCLUSIVE TITLES TO BE RECLASSED

201 Allport, Gordon Willard.
A44i The individual and his religion.

to

201 Brighton, Edgar Sheffield.
B885p A philosophy of religion

210 Boedder, Bernard.
B669n Natural theology.

to

210.S In search of God and
I35s immortality.

220 Anderson, Christopher.
A545a The annals of the English
Bible.

to

220 Erdman, Charles Rosenburg
E66y Your Bible and you.

230 Barth, Karl, 1886-
B284d Dogmatics in outline.

to

230 Buttrick, George Arthur.
B989s So we believe, so we pray.

R
242 Atkins, G. G.
A873p Pilgrims of the lonely road.

to

242 Baughan, Raymond John
B346u Undiscovered country.

250
B716p Bonnell, John Sutherland.
Psychology for pastor and
people

to

250 Hiltner, Seward
H656p Pastoral counseling.

260 Babson, Roger Ward
B115c Can these bones live.

to

261 Berton, Pierre, 1920-
B547c The comfortable pew.

270 Ayer, Joseph Cullem
A976s A source book for ancient
church history

to

270 Daniel-Rops, Henry, 1901-
D184c Cathedral and crusade.

280 Bach, Marcus
B118c The circle of faith

to

280 Clark, Elmer Talmage.
C59s2 The small sects in America.

290 Appleton, E. R.
A64 An outline of religion.

to

290 Brinton, Daniel Garrison.
B858r Religions of primitive
peoples.

301 Allen, Gay Wilson.
A425L Literary criticism.

to

301 Buck, P. M.
B92L Literary criticism.

R
310.2 Green, E. A. (L.)
G795n The Negro in contemporary
American literature.

to

R
310.3 The reader's encyclopedia of
R286 American literature.

0.084 Briscoe, John d'Auby.
5 A mapbook of English literature

to

0.4 Baker, Joseph Ellis.
67r The reinterpretation of Victorian literature.

0.4 Boyesen, H. H.
9e Essays on German literature.

to

0.81 Hofmannsthal, H. H.
13s Selected prose.

---

0 Vincent, L. H.
7h Hotel de Rambouillet and the Precieuses.

to

0.8 Montaigne, M. E.
6w Works.

I350.4 Collins, Joseph
C712i Idling in Italy

to

I350.9 Gardner, E. G.
G226n The national idea in Italian literature.

60.4 Fitzmaurice-Kelly, James.
557c Chapters on Spanish literature.

to

60.9 Brenan, Gerald.
837L The literature of the Spanish people.

70
149r Haight, Elizabeth Hazelton.
The Roman use of anecdotes in Cicero, Livy and the satirists.

to

70.9 Duff, J. W.
855Lh2 A literary history of Rome in the silver age.

---

380 Hamilton, Edith
H217e The echo of Greece.

to

380.4 Martinengo-Cesaresco, E. L. H.
M385o The outdoor life in Greek and Roman poets.

390.108 Alger, W. R.
A39p The poetry of the Orient.

to

391.21 Bhartrihari.
B575c A century of Indian epigram

Bq500 Alman, David.
A445c Conquest.

to

B501 Planck, M. K. E. L.
P71w Where is science going?

Bq600 Barach, Arnold B.
B223m 1975 and the changes to come

to

B608 Kessler, K. O.
K42s The successful inventor's guide.

---

700 Bedford, John
B411L Looking in junk shops.

to

701 Maritain, Jacques.
M34c Creative intuition in art and poetry.

---

801 Addams, Jane
A22d Democracy and social ethics

to

801 Brown, Francis James, 1894-
B877s Sociology; with applicatio to nursing and health education.

0 Tracy, Merle Elliott.
62o Our country, our people, and theirs.

to

11.2 Gavett, George Irving.
8f2 A first course in statistical method.

0 Dahl, Robert Alan.
13|m Modern political analysis.

to

20.1 Bosanquet, Bernard, 1848-
74p The philosophical theory of the state.

330 Bach, George Leland, 1915-
118e5 Economics.

to

330 Harris, Seymour Edwin, 1897-
316i International and interregional economics.

41 Brierly, J. L.
853L6 The law of nations.

to

41 Madariaga, Salvador de
178 The world's design.

50 Dickinson, John, 1894-1952.
55a Administrative justice and the supremacy of law...

to

51.1 Atkinson, Raymond Cummings.
877p Public employment service in the United States.

60 Dunham, Arthur.
917c Community welfare organization.

to

60.7 Walker, S. H.
184s Social work and the training of social workers.

870 Johnson, William, 1917-
J71h A handbook for independent school operation.

to

870.1 Brameld, T. B. H.
B815ed Education for the emerging age.

B880 Kehr, Cyrus.
K26n A nation plan.

to

B880.16 Crighton, John Clarke.
C91 Business and government.

890 Brasch, Rudolph
C823h How did it begin.

to

891.62 Levy, Howard Seymour
L668c Chinese footbinding.

901 Adams, Brooks
A211L3 The law of civilization and decay.

to

901 Beard, C. A.
B36 Whither mankind.

910 Arnold, Sir Edwin
A753w Wandering words.

to

910 Brehm, Alfred Edmund.
B834f From North Pole to equator

92 McCabe, Joseph
A1166m Peter Abelard.

to

92 Macilwain, George.
A1465m Memoirs of John Abernethy.

0 Baikie, James.
5a The ancient East and its story.

to

30 Duncker, M. W.
91h The history of antiquity.

---

40 Albrecht-Carrié, René
341o One Europe.

to

40 Greenan, J. T.
798u2 Units in world history.

---

50 Abend, Hallett.
14j Japan unmasked.

to

950 Clyde, Paul Hibbert.
C649f4 The far east.

R
960 Africa report.
A258h A handbook of African affairs.

to

960 Haines, C. G.
H153a Africa today.

---

970 Adamson, H. C.
A22L Lands of new world neighbors.

to

970 Padilla, Ezequiel
P123f Freemen of America.

---

980 Akers, C. E.
A315h3 A history of South America.

to

980 Haring, Clarence Henry
H28s The Spanish empire in America.

---

990 Grattan, Clinton Hartley
G773s The Southwest Pacific to 1900.

to

991 Hughes, John
893i Indonesian upheaval.

APPENDIX II:
SAMPLE WORKSHEET

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
_____Recall required
_____Still missing, 2d check
_____Date recalled. Br._____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

APPENDIX III:

INSTRUCTIONS FOR COMPLETING THE PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEET, WITH EXPLANATIONS AND SAMPLES

ONICS

INSTRUCTIONS FOR COMPLETING THE PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEET

February 19, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc.) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r" "Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

6r 1
7r ______________________
Local Call No.

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

(1) The end of each line (except the last) should be indicated by a slash.

7r HG/481/.M25/A67
Local Call No.

(2) No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

7r HG/276/.D725-/72
Local Call No.

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e., the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

DS
2416
.R3
H764
1966
Vol.
2467

31r Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g., oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols -- an oversize, Reference, Bis book in the main library.

Normally only the highest location level -- the separate library (building) -- is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

Circulating Stacks
Bis
Art
Tex
Jewl
Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

Reference (Ref)
Young Adults (Ya)
Book Selection (Bs)
Readers Advisor (Ra)
Bookmobile (Bkm)
Catalog (Cat)
Order (Ord)
Periodicals (Per)
Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.

B. Copies Column

1. Copy Data

"Copy" is abbreviated as small letter c followed by a period, "c.".

a. Single copies

Single copies are recorded as "c.1"

31r Main;	c.1	;	
31r Fp;	c.1	;	

From the data recorded above two sets of catalog cards will be generated -- one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated -- one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g., |c.1-10.

31r Main;	|c.1-10	;	
31r Mp;	|c.1, c.3	;	

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

31r Main;	|c.1-3, c.5	;	
31r Fp;	c.1, c.3	;	

2. Special Shelf Location Data

a. Main library -- Art, Bis, Tex, Jewl, or Ita

(1) Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be

generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

(2) "Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.

31r Main;	C.1	;
31r Main;	C.1 Ita	;
31r Main;	C.1 Art	;
31r Main;	C.1 Bis	;

The data recorded above will generate a total of seven sets of cards: 1 set without any location symbol for the main catalog; 2 sets with "Ita" -- (one set for the main catalog and one set for the Italian catalog); 2 sets with "Art" -- (one set for the main catalog and one set for the Art catalog); 2 sets with "Bis" -- (one set for the main catalog and one set for the BIS catalog).

(3) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regular way and writing the Ref or f plus the call number for the work on the "7r" line.

7r Ref/QD/607/.A55
Local Call No.

31r Main;	C.1 Bis	;

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

7r Ref/q/QD/607/.A55
Local Call No.

31r Main;	C.1 Bis	;

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded in "7r".

b. Main library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

(1) Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

31r Ref; ~~Main;~~	c. 1	;
31r Main;	c. 1	;
31r Main;	c. 2 Ita	;
31r Main;	c. 3 Bkm	;
31r Main;	c. 4 Art	;
31r Main;	c. 5 Bis	;
31r Ya; ~~Mp;~~	c. 6	;
31r Mp;	c. 1	;

(2) If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

31r Ref; ~~Main;~~	c. 1 q	;

c. Branch libraries

(1) One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g., Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

31r Fp;	c. 1 Ref	;

(2) When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

31r Fp;	C.1	
31r Fp;	C.2 Ref	;

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with Fp above the call number.
Ref

(3) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described in B.2, a (1) is used.

7r q/QD/201/.R6
Local Call No.

31r Fp;	c.1 Ref	;

Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

1. Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

   The data is written after the semicolon that has been preprinted on the worksheets.

31r Main;	|C.1-2	;|V.1-5
31r Main;	C.3 I+a	; V.1, V.4
31r Fp;	C.1	;|V.1-3, V.5

2. As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels. The volume numbers in the

first set would be recorded on the first worksheet. On the second worksheet would be recorded the control number, the code "5r" (Suppress Catalog Cards), and the volume numbers in the second set. (See Worksheet Example 2). The catalog data does not have to be repeated on the second worksheet.

3. When a physical volume contains more than one bibliographic volume, the vertical bar preceding the volume numbers is omitted. If, for example, one physical volume contained bibliographic volumes 1 and 2 and the second physical volume contained bibliographic volumes 3 and 4, it would be recorded as follows:

31r Main;		;v.1-2, v.3-4

4. Volumes not designated "volume". The existing NEBHE programs can only handle separate parts designated as volumes. If the separate parts of a set are designated otherwise, a special "fudging" technique should be used. Again multiple worksheets will be required -- one for the catalog card set, and one for each part owned. The first worksheet will contain the data normally recorded, plus the code to Suppress Spine Labels, "3r", and the code to Suppress Pocket Labels "4r". Volume information is omitted from the first worksheet. On the next worksheet should be recorded the control number, the code "5r" to suppress catalog cards, the call number, a slash, and the volume designation for the first part on the "7r" line. Worksheets for the 2d part, 3d parts, etc. are filled out in the same fashion. Example 3 illustrates the procedure for a work using the call number established at LC.

Ann T. Curran
Ann T. Curran

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in Main (Central) Library in the general circulation collection.

○

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__43-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
____________________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
____Recall required
____Still missing, 2d check
Date recalled. Br.____
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Por
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ____________________ Control No.

2r 50

7r ____________________ Local Call No.

		Copies	Volumes
31r	Main;	C.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	C.1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One circulating copy at central and one copy at branch

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
____________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	[illegible]	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	c.1	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;	[illegible]	;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Six copies circulating at central.

One copy circulating at Mount Pleasant (branch)

Three copies circulating at Smith Hill (branch)

	Key	Date 1	Date 2	Place	Pubr.	Mt.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
______Recall required
______Still missing, 2d check
______Date recalled. Br.____
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;v.1-3
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy of a three volume work.

Three sets of labels will be generated

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
______________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	; [illegible]
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Two volumes of a three volume work, with v.2 missing.

Two sets of labels generated.

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
______________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
____Recall required
____Still missing, 2d check
Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________________
Control No.

2r 30

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	[illegible]	; [illegible]
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

one copy of a two volumes in one title

one label, designated v.1-2 generated.

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

___Date 1st check
___Recall required
___Still missing, 2d check
___Date recalled. Br.___
___Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________________

Control No.

2r 50

7r ______________________

Local Call No.

		Copies	Volumes
31r	Main;	/c.1-2	;/v.1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Two copies of a five volume work

Ten sets of labels generated.

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

___Date 1st check
___Recall required
___Still missing, 2d check
___Date recalled. Br.___
___Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r 50 (Page 1) cont. on next worksheet

Control No.

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;v.1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Two copies of a multi-volume work and copy 2 is irregular.

Five sets of labels, together with catalog cards generated

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 50 (page 2)
Control No.

2r 50
5r
7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;	C.2	; V.1 V.3
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Two sets of labels generated

5r indicates no catalog cards need to be generated

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
______________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

A copy in BIS (Business, Industry and Science Department) or Art Department.

Two sets of catalog cards generated. One set for the main catalog and one set for the department catalog.

Branch symbol Bis or Art above call number.

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___ 42
___ 42-47
___ 48-52
___ 53-57
___ 58-62
___ 63-65
___ 66+

___ Found LC copy
___ Found diff. ed.
______________ call no.

___ Not found

SUBJECT HEADING UPDATING

___ No. of Headings
___ No. of Headings changed

Source
___ 7th ed.
___ 7/64-12/65
___ 1/66-12/66
___ 1/67+

LC CALL NO. UPDATING

___ changed
  ___ obsolete
  ___ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____ Date 1st check
___ Recall required
___ Still missing, 2d check
_____ Date recalled. Br. _____
_____ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	~~Main~~ Ref.;	c. 1	;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c. 1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in Reference Department (Central)

One copy at branch, circulating

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

__ 42	__ 58-62
__ 42-47	__ 63-65
__ 48-52	__ 66+
__ 53-57	

__ Found LC copy
__ Found diff. ed.
__________ call no.

__ Not found

SUBJECT HEADING UPDATING

__ No. of Headings
__ No. of Headings changed

Source
7th ed.
__ 7/64-12/65
__ 1/66-12/66
__ 1/67+

LC CALL NO. UPDATING

__ changed
__ obsolete
__ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

Date 1st check
__ Recall required
__ Still missing, 2d check
__ Date recalled. Br. ____
__ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r
Control No.

2r 50

7r
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	C.1	;
31r	Mp; / Fp	c.2 Fp	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Two copies at branch, one reference, one circulating.

One set of cards with Fp aboe call no. and one set of cards with Fp above call Ref number

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
__________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Ref ~~Main~~;	c.1	;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c.1 Ref.	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in Reference Department (Central)

One copy at branch, refernce.

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
____________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

APPENDIX IV:

WORKSHEET WITH NON-LC COPY IMAGE, FOR WHICH LC COPY FOUND IN NUC

[illegible]

50

Local Call No.

		Copies	Volumos
1r	Main;		;
1r	Main;		;
1r	Main;	Art	;
1r	Main;	c.1 cop.1 Bis	;
1r	Fp;		;
1r	Mp;	Cop.— C.1	;
1r	Ol;	Cop.— C.1	;
1r	Ro;	Cop.— C.1	;
1r	Sh;	Cop.— C.1	;
1r	Sp;		;
1r	Wa;	Cop.— C.1	;
1r	Wp;	Cop.— C.1	;

SHELF LIST

.2
501
953w

10

Guilbaud, Georges Théodule, 1912-
20 What is cybernetics? Translated by Valerie MacKay. 30 N.Y. Criterion Books c1959.
40 126p. illus. 22 cm.
60 Translation of La cybernétique.
60 Includes bibliography.
70 1. Cybernetics. ~~I. Title.~~ 71

10
Q310.G813

O.006

9# 59-12191

	Key	Date 1	Date 2	Place	Pubr.	Ht.
9	1 S	4 1959	4	4	4	2

	Class	Lang 1	Lang 2
1	1 t	4 eng	4 fre

	Bib.	Form	Conf.	Juv.	Suppl.
2	1 X	1 M	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
✓58-62
__63-65
__66+

✓Found LC copy
__Found diff. ed.
Q311.G813 call no.

__Not found

SUBJECT HEADING UPDATING

/ No. of Headings
__No. of Headings changed

Source
✓7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Por
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

APPENDIX V:

WORKSHEET WITH NON-LC
COPY IMAGE, FOR WHICH
NO LC COPY FOUND IN
NUC OR BPR

1r 13

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	a, 1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

2

A C

210
T654L

10 Tolstoi, Lev Nikolaevich, graf, 1828-1910.

20 Lift up your eyes; the religious writings of Leo Tolstoy. Introd. by Stanley R. Hopper. 30 New York, Julian Press, 1960.

40 581p port.

74t,

RP. 70 1. Theology--Collected works--19th century. 7ll ~~I. Title.~~ 12/ ~~II. Title:~~ The religious wri - tings of Leo Tolstoy.

○

90 BR125.T68

94/13

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1960	4	4	4	2 00

	Class	Lang 1	Lang 2
41	1 S	4 rus	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

✓ 42	✓ 58-62
✓ 42-47	_ 63-65
✓ 48-52	_ 66+
✓ 53-57	

_ Found LC copy
_ Found diff. ed.
________ call no.

✓ Not found

SUBJECT HEADING UPDATING

/ No. of Headings
_ No. of Headings changed

Source
✓ 7th ed.
_ 7/64 - 12/65
_ 1/66 - 12/66
_ 1/67+

LC CALL NO. UPDATING

_ changed
_ obsolete
_ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_ Date 1st check
_ Recall required
_ Still missing, 2d check
_ Date recalled. Br.___
_ Date rec'd.

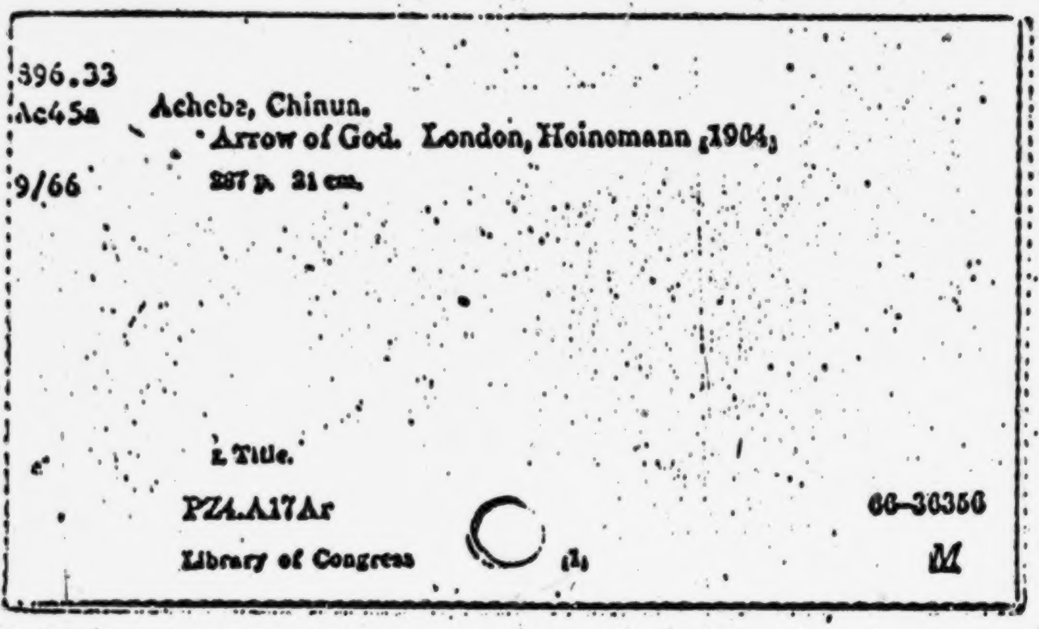
OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

APPENDIX VI:

PORTION OF STUDY GUIDE FOR TAGGING FIXED AND VARIABLE FIELDS AND PROGRAMMING SPECIFICATIONS FOR THE PROVIDENCE PUBLIC LIBRARY

Fill in the fixed field data for this catalog card:



396.33
Ac45a Achebe, Chinua.
Arrow of God. London, Heinemann [1964]
9/66 287 p. 21 cm.

I. Title.

PZ4.A17Ar 66-30356

Library of Congress [1] M

Hint: always use lower case letters.

INPUT WORKSHEET

Publication Data

29

Key	Date 1	Date 2	Place	Name	Height
1	4	4	4	4	2

Language

41

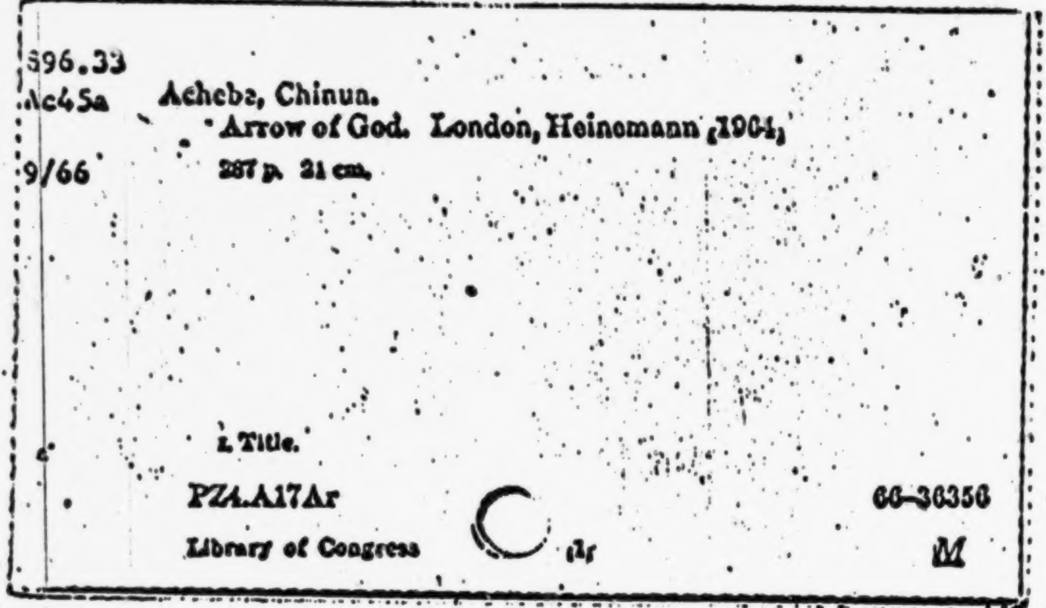
Class	Lang. 1	Lang. 2
1	4	4

Publication Type

32

Biblio.	Form	Conf.	Juvenile	Suppl.
1	1	1	1	1

Compare your results with those on the following page



896.33
Ac45a Achebe, Chinua.
Arrow of God. London, Heinemann [1964]
9/66 287 p. 21 cm.

I. Title.

PZ4.A17Ar 66-36356

Library of Congress [1] M

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29	1 S	4 1964	4	4	4	2 21

Language

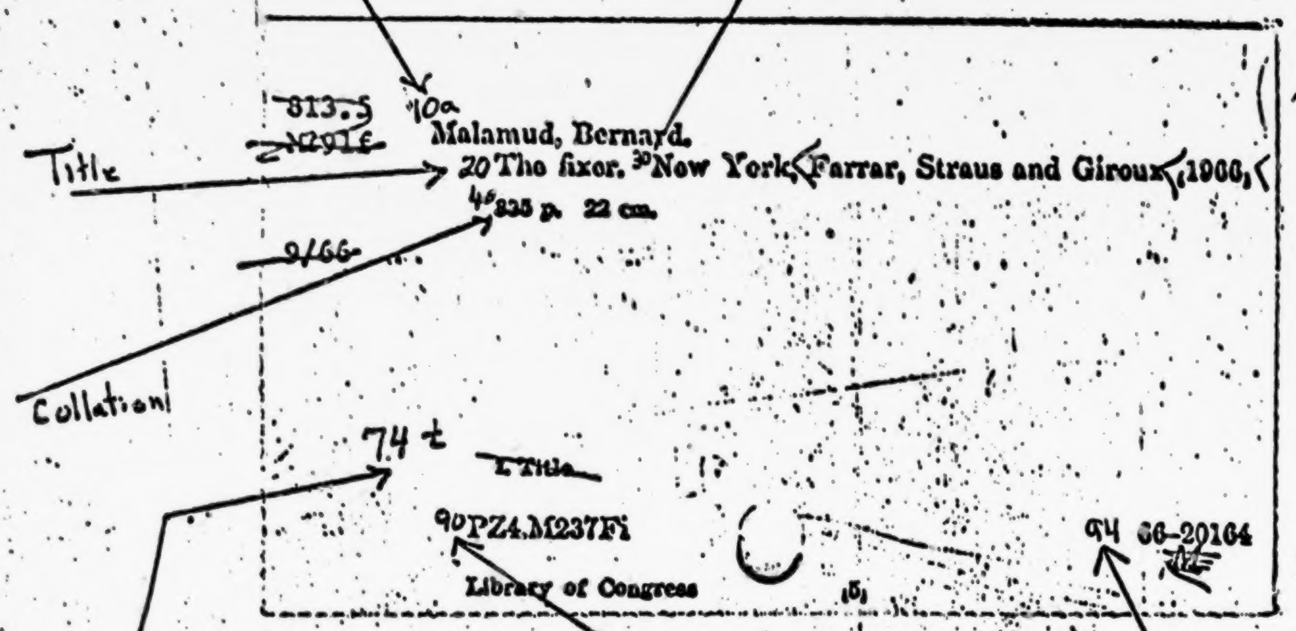
	Class	Lang. 1	Lang. 2
41	1 S	4 eng	4

Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1 m	1	1	1

Main entry personal author

Imprint. Delimiters (<) separate the place, publisher and date and follow date



~~813.5~~ 10a
~~M29If~~ Malamud, Bernard.
20 The fixer. 30 New York < Farrar, Straus and Giroux < [1966] <
40 335 p. 22 cm.

~~9/66~~

74 t ~~I. Title.~~

90 PZ4.M237Fi 94 66-20164

Library of Congress [5]

Title

Collation

LC call no.

LC card no.

Title traced as in 20 above, line out I, Title.

Single date of original

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29	1 S	4 1966	4	4	4	2 22

Language

	Class	Lang. 1	Lang. 2
41	1 s	4 eng	4

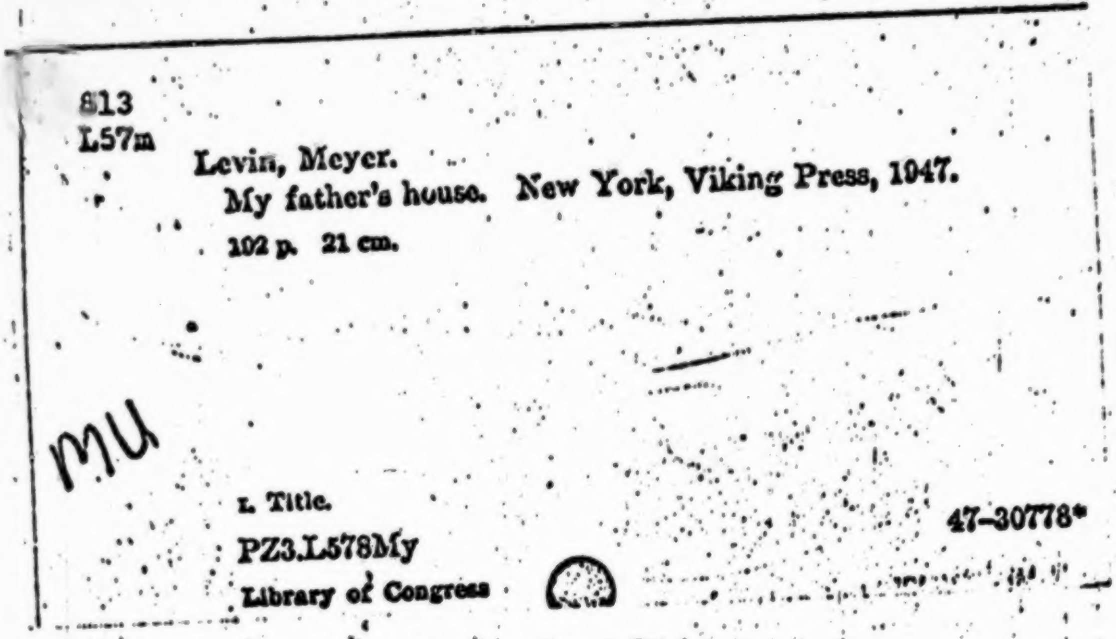
Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1 m	1	1	1

Single language

In English

Monograph



813
L57m

Levin, Meyer.
My father's house. New York, Viking Press, 1947.
102 p. 21 cm.

MU

I. Title.
PZ3.L578My
Library of Congress

47-30778*

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29 ✓	1	4	4	4	4	2

Language

	Class	Lang. 1	Lang. 2
41	1	4	4

Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1	1	1	1

813
L57m 10a Levin, Meyer.
20 My father's house. 30 New York, < Viking Press, < 1947. <
40 192 p. 21 cm.

~~PAU~~

74t I. Title.
90 PZ3.L578My
Library of Congress 94 47-30778*

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29	1 s	4 1947	4	4	4	2 21

Language

	Class	Lang. 1	Lang. 2
41	1 s	4 eng	4

Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1 m	1	1	1

This is a sample work sheet for encoding catalog data for machine processing. Normally a catalog card would be where this explanation is. The boxes are filled with "fixed field" data (so called because a fixed number of spaces is provided for each item). For instance, the four in "Date 1" means four spaces are available.

Tag 29 Publication Data

Key - s if the title is the original printing with a known or probable data of publication; if a single date, put it in Date 1 and leave Date 2 blank; if a copyright date is given too put it in Date 2.

Key - r if the work is a reproduction; put date of reproduction in Date 1 and that of original in Date 2.

Key - n if date of publication is unknown; Date 1 and 2 blank.

Key - m if a multiple date; initial date in Date 1 and terminal date, if known, in Date 2, if unknown put 9999 in Date 2.

Key - q if date is known only to the decade or century; Date 1 1800 and Date 2 1899 if imprint is 189-. Date 1 1800 and Date 2 1899 if imprint is 18--.

Place and Name are left blank.

Height is the spine length in centimeters rounding off all fractions to the next full no.: 19 1/2 cm = 20.

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29	1	4	4	4	4	2

Language

	Class	Lang. 1	Lang. 2
41	1	4	4

Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1	1	1	1

Tag 32 Publication Type

Biblio: x= the work is or includes a bibliography; if not leave blank.

Form: m= monograph

s= serial

Conf.: x= the work contains the proceedings or a report of a conference meeting or symposia; if not leave blank.

Juvenile: x= a work for children or one on LC's annotated cards program (includes books about children's literature); if not blank.

Suppl.: Leave blank unless work includes a "dashed on" supplement or index. Such supplements will be treated as a separate record on a separate worksheet and a number for the supplement (one character) used in this box on the worksheet for the supplement to distinguish it.

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29	1	4	4	4	4	2

Language

	Class	Lang. 1	Lang. 2
41	1	4	4

Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1	1	1	1

Tag 41 Language

Class = s if the work is in only one language (not a translation) put the code for the language in Lang. 1.

Class = t if the work is a translation; put the code for language of the work in Lang. 1 and the code for the original in Lang. 2 (if the original is unknown unk in Lang. 2; if the work is translated from several put mulz in Lang. 2)

Class = m if the work contains several languages; principal language in Lang. 1 and the second in Lang. 2 (If more than 2 add a Z as last character in Lang. 2).

Class = d if bilingual dictionary; use Lang. 1 and Lang. 2 as with translations above.

Class = g if the work is a grammar or reader for learning a foreign language; in Lang. 1 put the language of the student; in Lang. 2 the language being learned.

INPUT WORKSHEET

Publication Data

	Key	Date 1	Date 2	Place	Name	Height
29	1	4	4	4	4	2

Language

	Class	Lang. 1	Lang. 2
41	1	4	4

Publication Type

	Biblio.	Form	Conf.	Juvenile	Suppl.
32	1	1	1	1	1

COMMON LANGUAGE CODES

eng.	English
ara	Arabic
chi	Chinese
dut	Dutch
fre	French
ger	German
grcf	Greek, Ancient
heb	Hebrew
ita	Italian
jap	Japanese
latd	Latin, Ancient
por	Portugese
rus	Russian
spa	Spanish

Programming Specifications -- Providence Public Library

I. Input

A. Cataloging Data

The cataloging data input will contain all the elements in the NEBHE input, plus control No. and the old Providence Call No. resulting in:

Tag	Element
10a	Personal name main entry
10b	Govt. body main entry
10c	Society or Institution main entry
10d	Religious body main entry
10e	Misc. corporate body main entry
10f	Uniform title main entry
15	Conventional title
20	Title
20g	Title main entry
25	Edition
29s	Date (original then copyright)
29r	Date (reprint then original)
29n	Date unknown
29m	Multiple date
29q	Date estimated
30	Imprint
32	Publ. Type (bibl., form, conf., j, suppl.)
40	Collation (no illus. or maps)
40m	Collation w/maps only
40i	Collation w/illus. only
40b	Collation w/both
41s	Language: single
41t	Translation & original
41m	Multiple language
41d	Dictionary
41g	Grammar
50	Series traced as is
51	Series not traced or differently
60	Notes
70	Subject tracings
71	Added Entry, Personal
72b	Added Entry, Govt.
72c	Added Entry, Society or Inst.
72d	Added Entry, Religious body
72e	Added Entry, Misc. corp. body
73	Added Entry, Uniform title
74	Added Entry, Title specified
74t	Added Entry, Title as in 20
75a	Series tracing Author & Title
75t	Series tracing Title only
80	Copy statement (2nd LC call no.)
83a	Nat'l. bibl. no (up to 15 char.)

Tag	Element
83b	Nat'l. bibl. no. (over 15 char.)
90	LC call no.
90n	Partial LC call no.
92	Dewey class no.
94	LC card no.
	Control no.
	Old Providence Call #

B. Request Data

The request data input will be the same as NEBHE except that control no. will be substituted for the LC Card No. resulting in:

Library Name
Control No.
Location, (Main or Branch)copy
Copy No.(s)
Location within Library (e.g. BIS)
Volume No.(s)
Local Call No. (if not using LC's)
If extra main entry cards are wanted
If cards, labels, or pockets are to be suppressed.

II. Ouptut

A. General

1. In each computer run the output should be by location rather than by title, ie., all the cards for the main stacks in the main library, then all the cards for BIS, then Art, then Fox Point, etc.; all the selin labels for each location; all the pressure sensitive labels for each location.

2. Automatic determination of oversize should not be operating.

3. The three card-set formulae to be used are:

a. Main Library -- Main stacks

2 copies of main entry
1 copy of each added entry
1 copy of each subject entry
1 copy of shelf list card

b. Special locations within main library (BIS and Art)

2 copy of main entry
2 copy of added entry
2 copy of each subject entry
2 ~~(?or 2)~~ copy of shelf list card

c. Branches

1 copy of main entry
1 copy of each added entry
1 copy of each subject entry
1 copy of shelf list card

B. Contents and Format

1. Catalog Cards

The catalog cards will contain all the data that is included in NEBHE (which is all the coded data that is included on LC printed cards) with the following exceptions:

a. The old Providence Call No. will be printed at the bottom of the cards.

b. The Control No. will be printed on the bottom of the cards.

c. The Dewey Class No. given on LC printed cards will not be printed.

2. Shelf List Cards

The shelf list cards, both for the main library and the branches will contain:

a. Call No.

b. Main entry

c. Title (Title added entry portion)

3. Selin Labels

The selin labels will contain:

a. Symbol for the branch or special location.

b. Call No.

c. Volume No.

d. Copy No. (if not copy 1)

4. Pressure Sensitive Labels

a. To match up labels with books
(1) Old Providence Call No.

b. New LC Call No. to cover old Call No. in books
(1) LC Call No. (broken up as in margin of card)

c. Label for book card

(1) LC Call No., location symbol, volume no., copy no.

(2) Main entry(truncated)

(3) Title (truncated)

d. Label for book pocket

(1) LC Call No., location symbol, volume no., copy no.

(2) Main entry (truncated)

(3) Title (truncated)

APPENDIX VII:

CORRECTED WORKSHEET RETURNED FROM INFORONICS

1r 8

2r 50

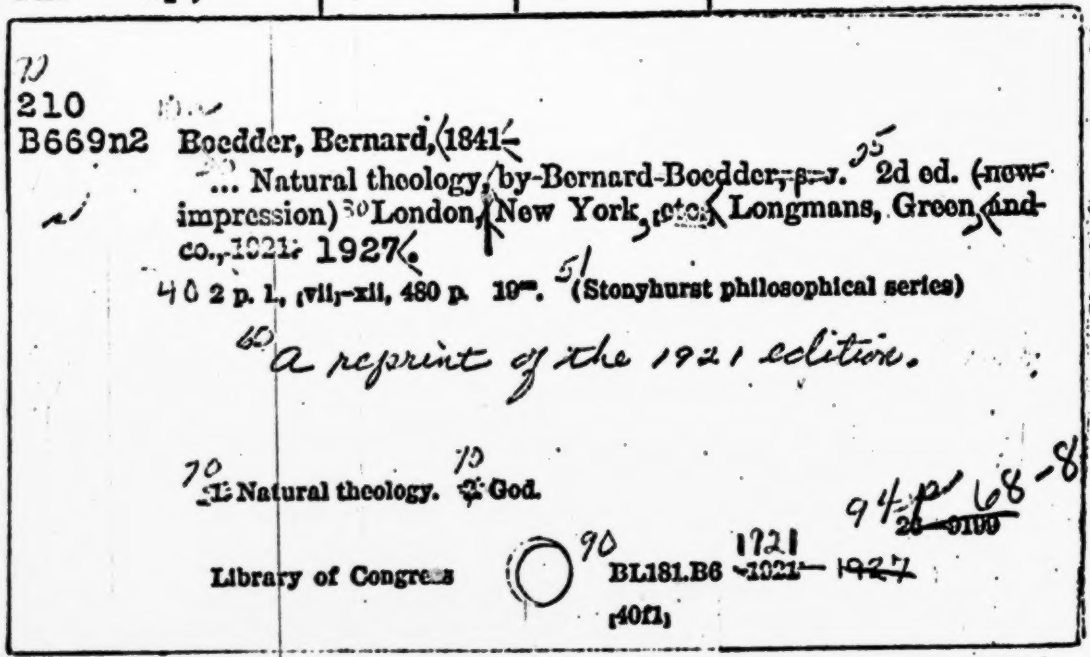
7r BL/181/.B6/1927
Local Call No.

		Copies	Volumes
31r	Main;	1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① 94 p. Not pure LC data

② Do not chang: yr. in LC Call #

③ Delimit after 2d place (see MARC I notes, p. 2)


70
210
B669n2 Boedder, Bernard, 1841-

20 ... Natural theology, ~~by Bernard Boedder, s.j.~~ 25 2d ed. (~~new~~ impression) 30 London, New York, ~~etc.~~ Longmans, Green ~~and co., 1921.~~ 1927.

40 2 p. l., [vii]-xii, 480 p. 19cm. 51 (Stonyhurst philosophical series)

60 a reprint of the 1921 edition.

70 1. Natural theology. 70 2. God.

94 p 68-8
~~26-9199~~

Library of Congress 90 BL181.B6 1921 ~~1921~~ ~~1927~~
[40f1]

	Key	Date 1	Date 2	Place	Pubr.	Ht. 19
29	1 R	4 1927	4 1921	4	4	2

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
___call no.

___Not found

SUBJECT HEADING UPDATING

2 No. of Headings
___No. of Headings changed

Source
✓ 7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

✓ changed
___obsolete
✓ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

___Date 1st check
___Recall required
___Still missing, 2d check
___Date recalled. Br.___
___Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

APPENDIX VIII:

SAMPLE OF CARD SETS AND LABELS OUTPUT

PK 2903 R543

Renou, Louis, 1896-
Indian literature. Translated from the French by Patrick Evans. New York, Walker [1964]
152p. map. 21 cm. (Walker sun books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit. I. Title.

RP 0234
PK2903.R543

63-17556
391.109 R419i

Author card for the authority catalog

PK 2903 R543

Renou, Louis, 1896-
Indian literature. New York, Walker [1964]
152p. map. 21 cm.

c.1 Wp c.1

RP 0234
PK2903.R543

63-17556
391.109 R419i

Central SL card

Wp PK 2903 R543

Renou, Louis, 1896-
Indian literature. New York, Walker [1964]
152p. map. 21 cm.

c.1

RP 0234
PK2903.R543

63-17556
391.109 R419i

Branch SL card

Sample of
card set for
central publi
catalog

PK
2903
R543

Renou, Louis, 1896-
Indian literature. Translated from the French by Patrick Evans. New York, Walker [1964]
152p. map. 21 cm. (Walker sun books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit.
I. Title.

RP 0234 63-17556
PK2903.R543 391.109 R419i

Indian literature.

PK
2903
R543

Renou, Louis, 1896-
Indian literature. Translated from the French by Patrick Evans. New York, Walker [1964]
152p. map. 21 cm. (Walker sun books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit.
I. Title.

RP 0234 63-17556
PK2903.R543 391.109 R419i

INDIC LITERATURE--HISTORY AND CRITICISM.

PK
2903
R543

Renou, Louis, 1896-
Indian literature. Translated from the French by Patrick Evans. New York, Walker [1964]
152p. map. 21 cm. (Walker sun books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit.
I. Title.

RP 0234 63-17556
PK2903.R543 391.109 R419i

Sample of
card set
for branch
public
catalog

Wp
PK
2903
R543

Renou, Louis, 1896-
Indian literature. Translated from
the French by Patrick Evans. New
York, Walker [1964]
152p. map. 21 cm. (Walker sun
books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit.
I. Title.

RP 0234 63-17556
PK2903.R543 391.109 R419i

INDIC LITERATURE--HISTORY AND
CRITICISM.

Wp
PK
2903
R543

Renou, Louis, 1896-
Indian literature. Translated from
the French by Patrick Evans. New
York, Walker [1964]
152p. map. 21 cm. (Walker sun
books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit.
I. Title.

RP 0234 63-17556
PK2903.R543 391.109 R419i

Indian literature.

Wp
PK
2903
R543

Renou, Louis, 1896-
Indian literature. Translated from
the French by Patrick Evans. New
York, Walker [1964]
152p. map. 21 cm. (Walker sun
books, SB-27)
Bibliography: p. 145.
1. Indic literature--Hist. & crit.
I. Title.

RP 0234 63-17556
PK2903.R543 391.109 R419i

Dewey Class No. . as it appears of volume	Book pocket label	Book slip label
x1350.4 V8 53h	Ita PQ 4005 V54 c.1 Vittorini, Domenico. High points in the	Ita PQ 4005 V54 c.1 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Ita PQ 4005 V54 c.2 Vittorini, Domenico. High points in the	Ita PQ 4005 V54 c.2 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Ita PQ 4005 V54 c.3 Vittorini, Domenico. High points in the	Ita PQ 4005 V54 c.3 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Ita PQ 4005 V54 c.4 Vittorini, Domenico. High points in the	Ita PQ 4005 V54 c.4 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Mp PQ 4005 V54 Vittorini, Domenico. High points in the	Mp PQ 4005 V54 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Ol PQ 4005 V54 Vittorini, Domenico. High points in the	Ol PQ 4005 V54 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Sh PQ 4005 V54 Vittorini, Domenico. High points in the	Sh PQ 4005 V54 Vittorini, Domenico. High points in the
x1350.4 V8 53h	Wp PQ 4005 V54 Vittorini, Domenico. High points in the	Wp PQ 4005 V54 Vittorini, Domenico. High points in the

SE-LIN label for book spine	Label for verso of t.p. to cover old Dewey No.
DF 77 H33 c.1	DF 77 H33 c.1
DF 77 H33 c.2	DF 77 H33 c.2
DF 77 H33 c.3	DF 77 H33 c.3
Mp DF 77 H33	Mp DF 77 H33
Ro DF 77 H33	Ro DF 77 H33
Sp DF 77 H33	Sp DF 77 H33

APPENDIX IX:

TIME AND STATISTICS SHEETS

Time Sheet -- Entire Sample

Name ______________________________ Date __/__/__
(Last) (First) Mo., Day, Year

Act. #	Activity	From	To	Time Hrs.	Time Min.	Comment
A-1	Selecting			4	30	
A-2	Checking filing			2	10	
A-3	Compiling charts			1	55	
A-4	Branch weeding			9	00	
A-5	Stamping SL cards			1	10	
A-6	Counting SL cards			1	00	
A-7	Pulling AC			10	15	
A-8	Interfiling AC and SL			3	30	
A-9	Sending for mf					
A-10	Separating SL and AC				30	
A-11	Counting AC			1	20	
A-12	Refiling AC			6	55	
A-13	Interfiling LC and non LC SL				55	
A-14	Weeding Central			13	00	
A-15	Counting weeding					
A-16	Recording copy info., Central			3	45	
A-17	Recording copy info., Branches			4	35	
A-18	Removing weeded worksheets					
A-19	Counting weeded titles					
A-20	Numbering worksheets			1	30	

A-12$_a$	Alphabetize AC for re-filing	2	55
A-21	Alphabetize SL (non LC)	4	00

Time Sheet -- DDC Class ____________

Act. #	Activity	Date	Worker	From	To	Time Hrs.	 Min.
B-1	Separating LC from non LC copy.					1	35
B-2	Writing LC estab'd. #'s and sorting.						
B-3 1-5	Searching					10	45
B-4	Separating "Not Founds"						
B-5	Interfiling "Founds"						
B-6	Checking LC sbj. headings					16	50
B-7	Reviewing LC estab'd. #'s					9	35
B-8	Retrieving books						
B-9 10	Assigning LC class #'s					5	10
B-10	Assigning Cutter #'s						
B-11	Recall books #(s) ________						
B-12	MARC tagging					26	35
B-13	Proofreading MARC tagging					17	00
B-14 B-14	Counting						
B-15	Sending to Inforonics						

Statistics Sheet -- Entire Sample

Titles weeded	99
Filing errors in SL	3
SL titles in SL	184
Non-LC titles in SL	816
LC titles in AC	696
SL missing in Central	-